SECRET

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THIS IS NOT THE ORIGINAL SUGGESTION

This Summary is by RMS for its Study of Suggestion and Related Matters.

25X1

SUGGESTION # 60-396   DATED _____   FROM [_____]

SUBJECT: Purge of Security Name Index.

PRESENT METHOD

In many cases the Index has 5 to 30 cards on same individual or Organization.
Index grows 500-600 per day, including cards on names in file.
It is not purged, although some duplicate cards are destroyed or consolidated.

SUGGESTION

Assign a professional GS 7 or 9 to screen, summarize, and consolidate cards on
a full time basis. He would:

1. Examine every card in file.
2. Remove duplicate cards from file;
   Summarize info of several cards onto one card;
   Destroy extra cards.
   Stamp similar cards -- "Not Identical with #_____."
3. When there are over 5 reference cards on one item, Pull all cards and
   reference material and send to C/Processing Section to make new file and Summary.
4. When there are over 5 Indices Cards on one common name and identity of
   one card to another or to file can't be made, Summarize material and destroy cards
   Send Summary to C/Processing Section to make OF-3 common name file.
5. Place Summary in both Overt and Covert files unless material is from Cover Source,
   then put in Covert File only.
6. Without Summarizing, destroy duplicate cards, and
   Destroy cards with no derogatory information.
   Cards not currently of Security Interest will be copied on a sheet headed --
   "Reference material from Indices card, Summary not necessary at this time."
   and paper put in person's reference file.

ADVANTAGES

If adopted, suggester believes his idea will:
     Save space
     Purge 200-400 cards per day (proven by his 8-hour survey)
     Have fewer cards to search thru
     Have fewer references to copy on search sheet,
     Have fewer files-charge-out forms to make up, and fewer files pulled
     Save time of many GS 7-13 in 3 Divisons of O/Security now making searches.
     Eliminate present method os summarizing same info on same man again and again.

Also, SRD search time increases as card volume grows. High level search requests
could be expedited and Summary rather than a card supplied immediately.

Lastly, it would aid accuracy of Summary and reduce calculated risk of cards
skipped, rather than analyze reference and make summary.

Today, Cover and Overt Indices are being consolidated and this suggestion
would aid that operation by fewer cards bing screened, retyped, and consolidated.